Defense Travel Management Office

WELCOME

F-100

LINES OF ACCOUNTING in DTS

F-100 CLASS OVERVIEW

Topic: Lines of Accounting in DTS

Time: Approximately 45 minutes

Target Audience:

Lead Defense Travel Administrators (LDTAs), Finance Defense Travel Administrators (FDTAs)

Pre-Requisites:

D-100: DTA Maintenance Tool – Overview **OR** experience with DTS

Suggested Complimentary Class:

F-101 Budgets in DTS

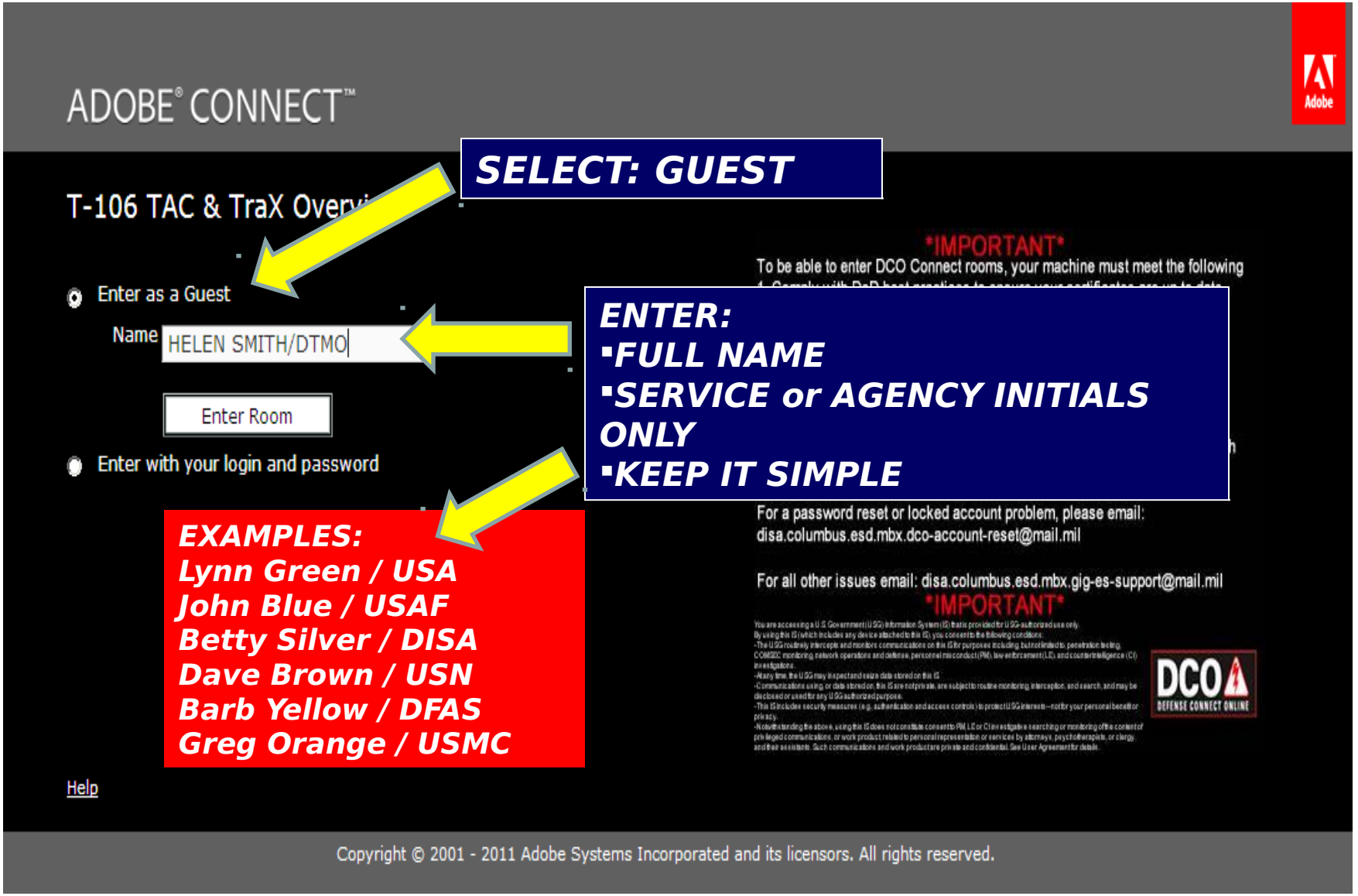
TECHNICAL ISSUES?

- **AUDIO GAPS**
- **SLOW SCREEN CHANGES**
- **DISCONNECTS**

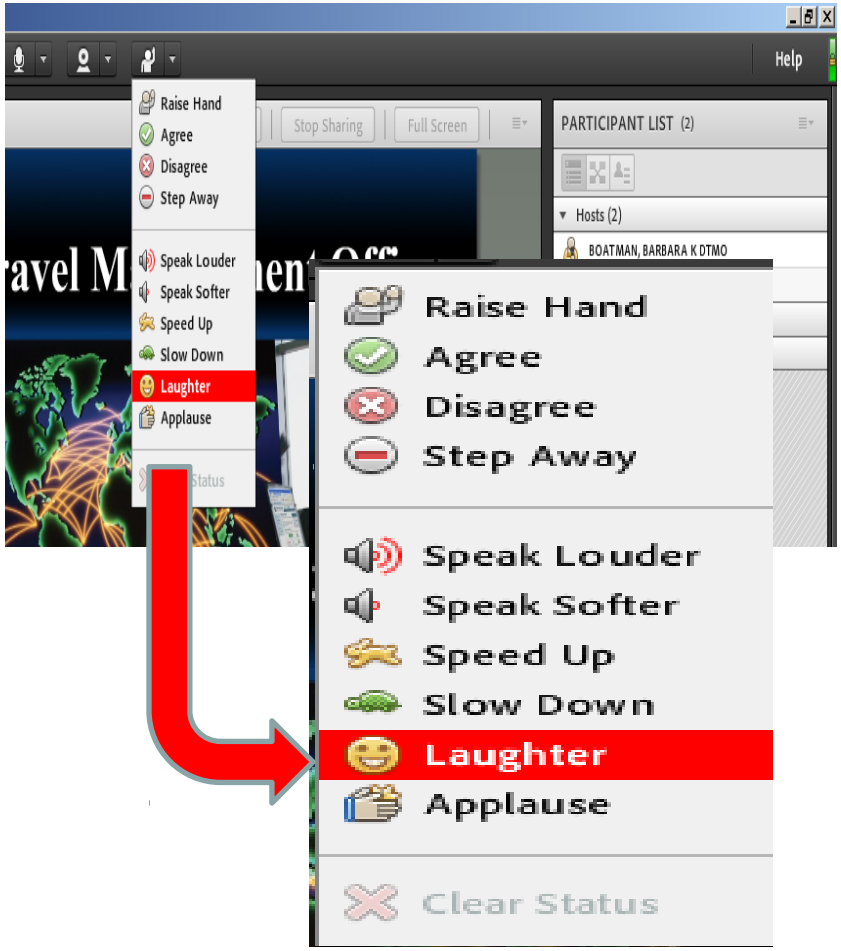
- ✓ ***Exit class***
- ✓ ***Close all other software applications***
- ✓ ***Log back into class***
- ✓ ***Check with local IT staff***

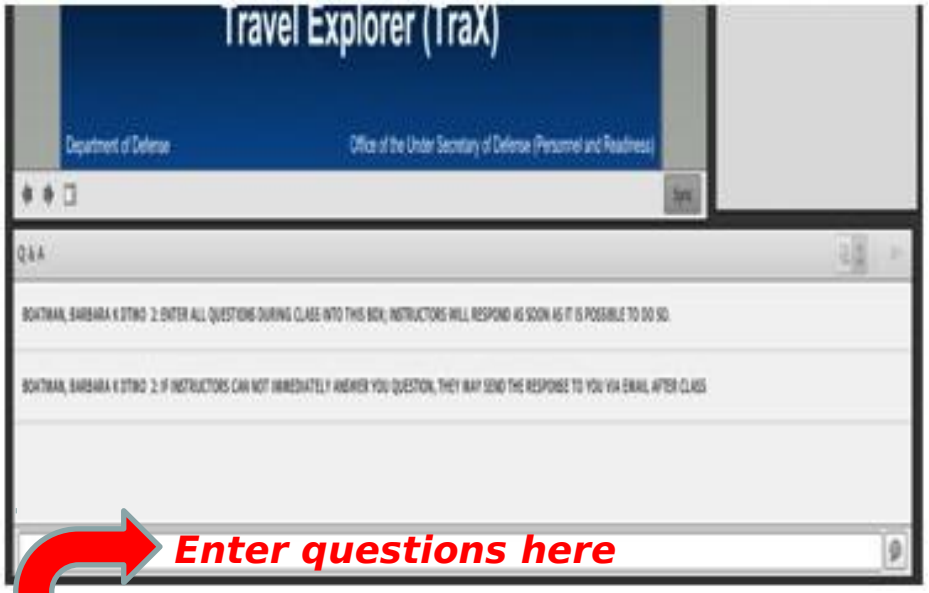
If problem persists call the DISA Help Desk:

ATTENDANCE CREDIT



COMMUNICATING IN CLASS





- *Use chat box for all questions*
- *Most answered during class*
- *Some need post class follow up*

TRAINING OBJECTIVES

After completing this class, you should be able to:

- Search for LOA’s
- Update and copy LOA’s
- Share LOA’s across organizations
- Rollover or delete LOA’s
- Create LOA’s
- Update a default LOA
- Use mass update and mass copy feature
- View LOA’s

LOA KEY POINTS

- LOA module is not an official accounting system

- FDTA reconciles accounts to the disbursing system

- Permission Level 1:
  Access to the DTA Maintenance Tool

- Permission Level 6:
  Edit Lines of Accounting

- Organization Access:

LOAs: SERIES OF CODES

- Series of alphanumeric codes:
  - Indicate location of funding for a document
  - Detail fund cite information

- Each LOA specified by:
  - Format Map**
  - Owning Organization
  - Fiscal Year
  - Label

Several available to translate Service/Agency LOAs into DTS format.

LOA PARAMETERS

DTS LOA's are a series of codes:

- FDTA can share them to sub-organizations
- Sub-Orgs can then use the shared LOA
- Once shared; that right can not be removed.

DTS LOAs link to DTS Budgets:

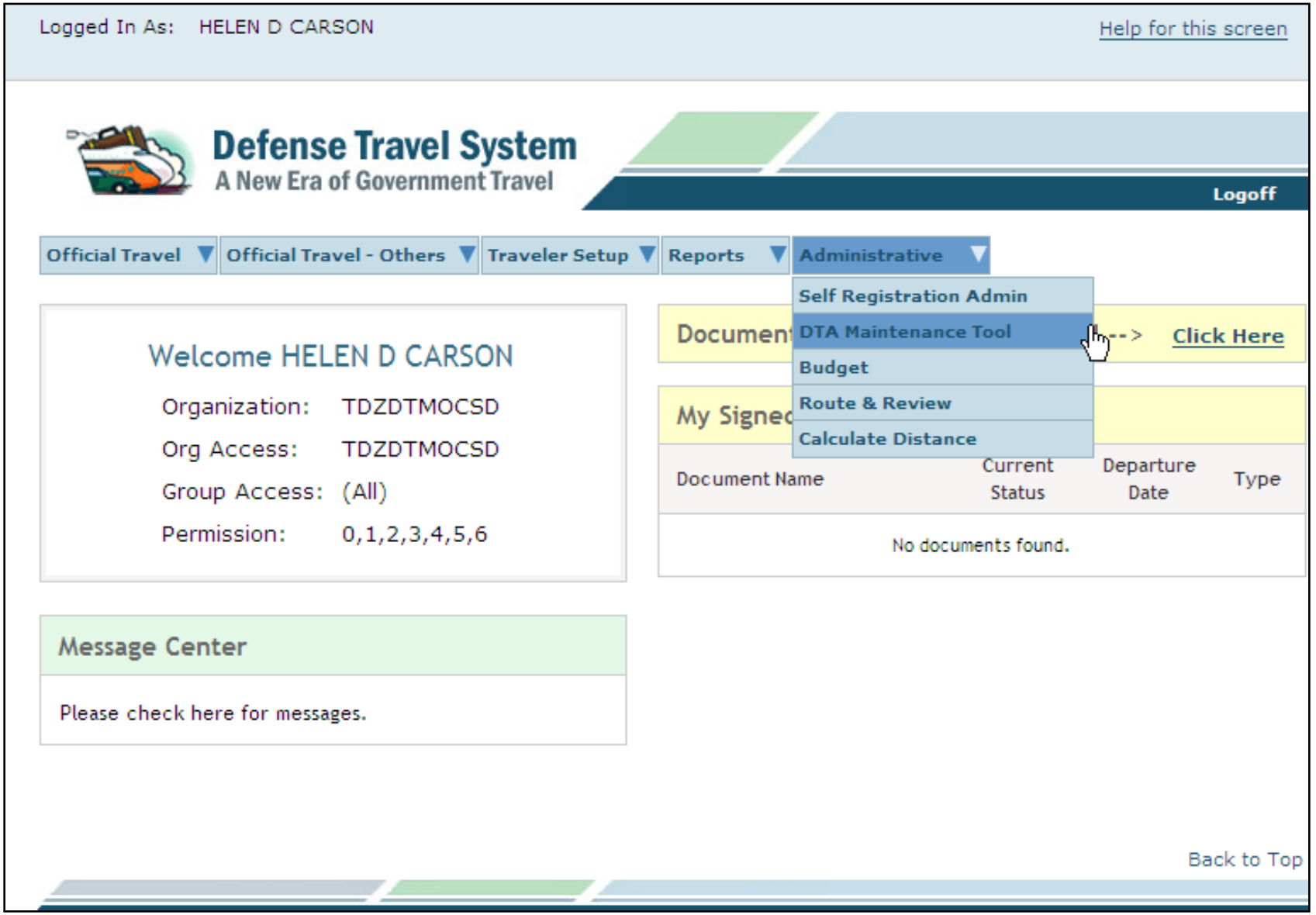
- When LOA is shared; budget is shared
- LOAs can roll over to next fiscal year
- Available to all members of a routing list
- Must be applied before doc approved; or approval fails

LINES OF ACCOUNTING MAPS

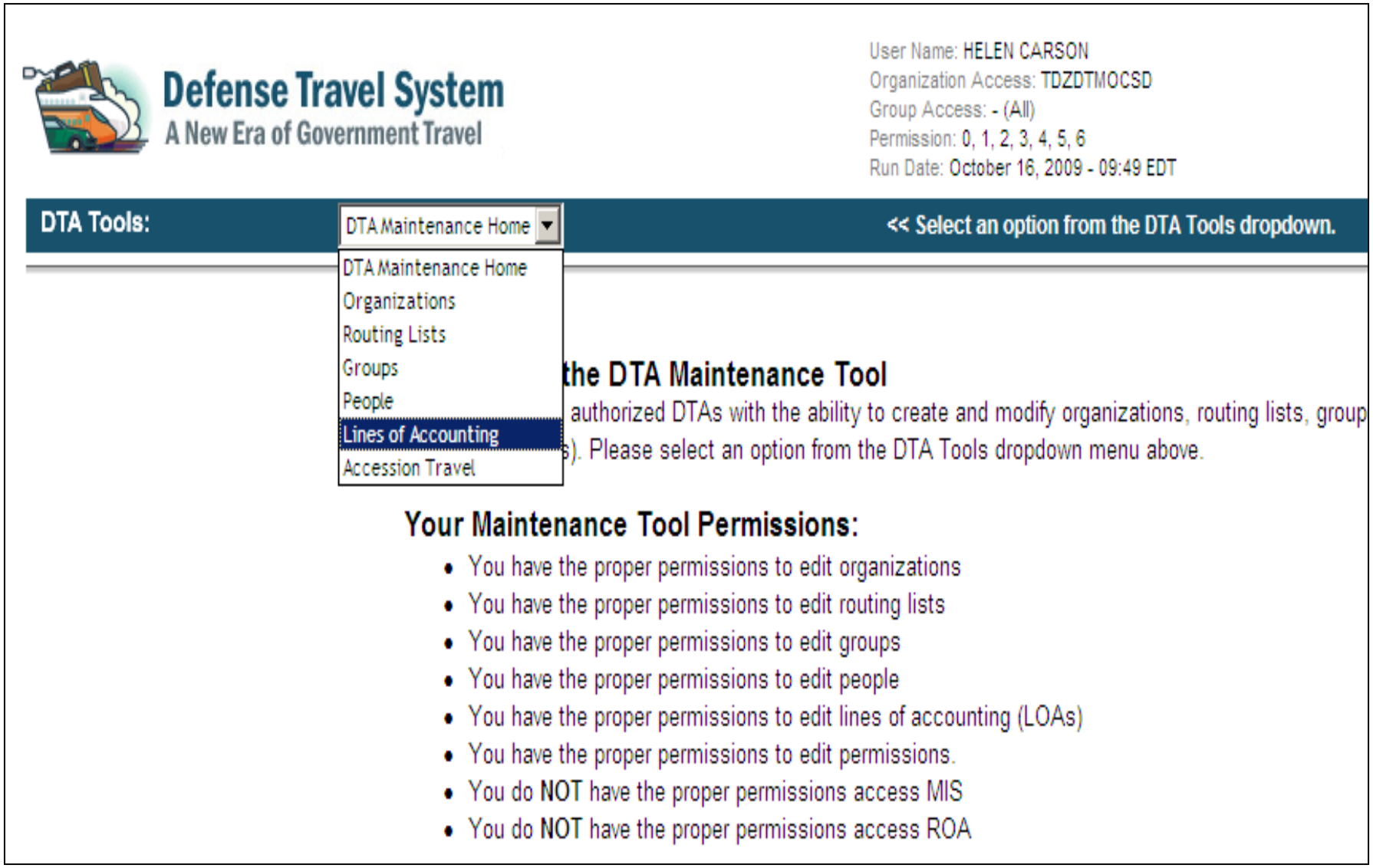
- Lines of Accounting maps are in a 10 x 20 format
- The ^ is used to separate each element on a line
- Element placeholders can be used where appropriate
- LOA's can be copied from other Organizations

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
ACCT 1	AAA						^													
ACCT 2	DEPT		^	FY		^	PY		^	APPR				^	SH				^	
ACCT 3	OC/SOC				^	BCN					^	SA	^							
ACCT 4	AAA						^	TTC		^										
ACCT 5	CC												^	MAC						^
ACCT 6	FA		^	WC		^	FC		^	CAC				^	BRC		^			
ACCT 7	RON															^	RBC	^		
ACCT 8	JNLU				^	DSSN				^	ACRN		^							
ACCT 9	IBOP				^															
ACCT 10	TF		^	LOC		^	FCN			^	FLN			^						

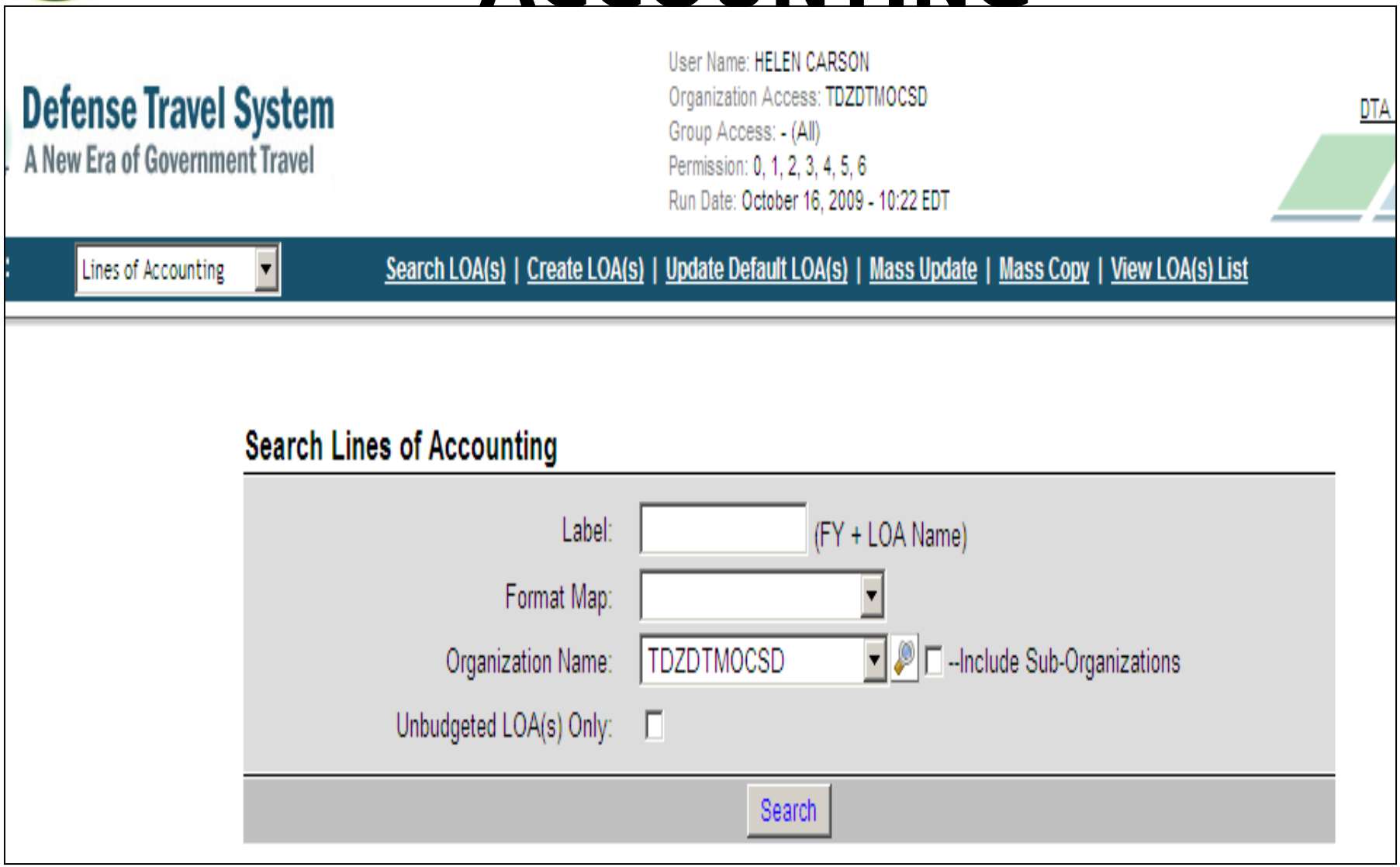
OPEN DTA MAINTENANCE TOOL



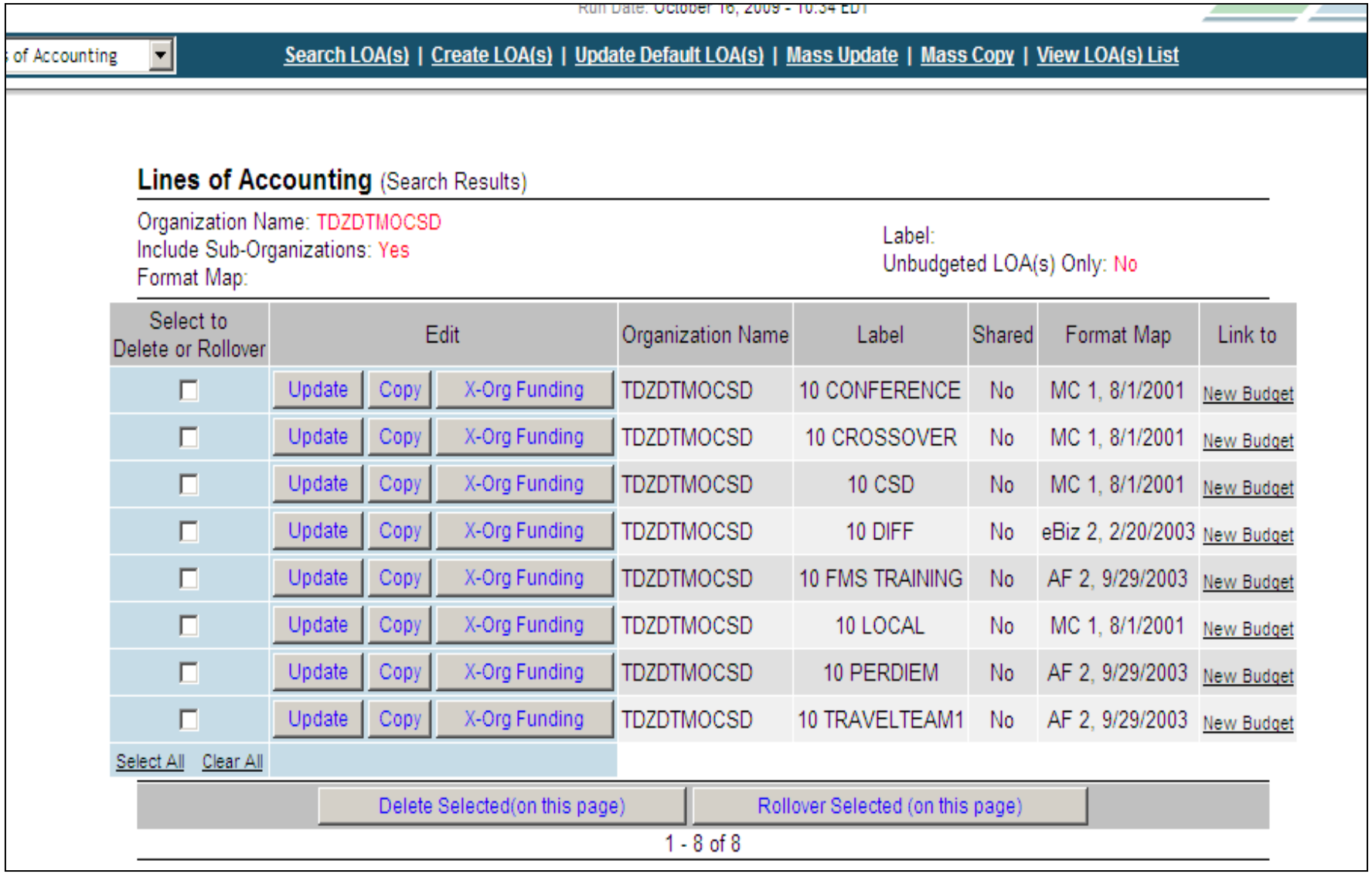
LOCATE LOA MODULE



SEARCH LINES OF ACCOUNTING



LOCATE LOA TO UPDATE



UPDATE LOA: DATA ELEMENTS

Run Date: October 16, 2009 - 10:59 EDT

Lines of Accounting | Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

Update Line of Accounting

Format Map: MC 1, 8/1/2001
Organization Name: TDZDTMOCSD
Label: 10 CSD
Share LOA: ☐ Yes

LOA Data Elements

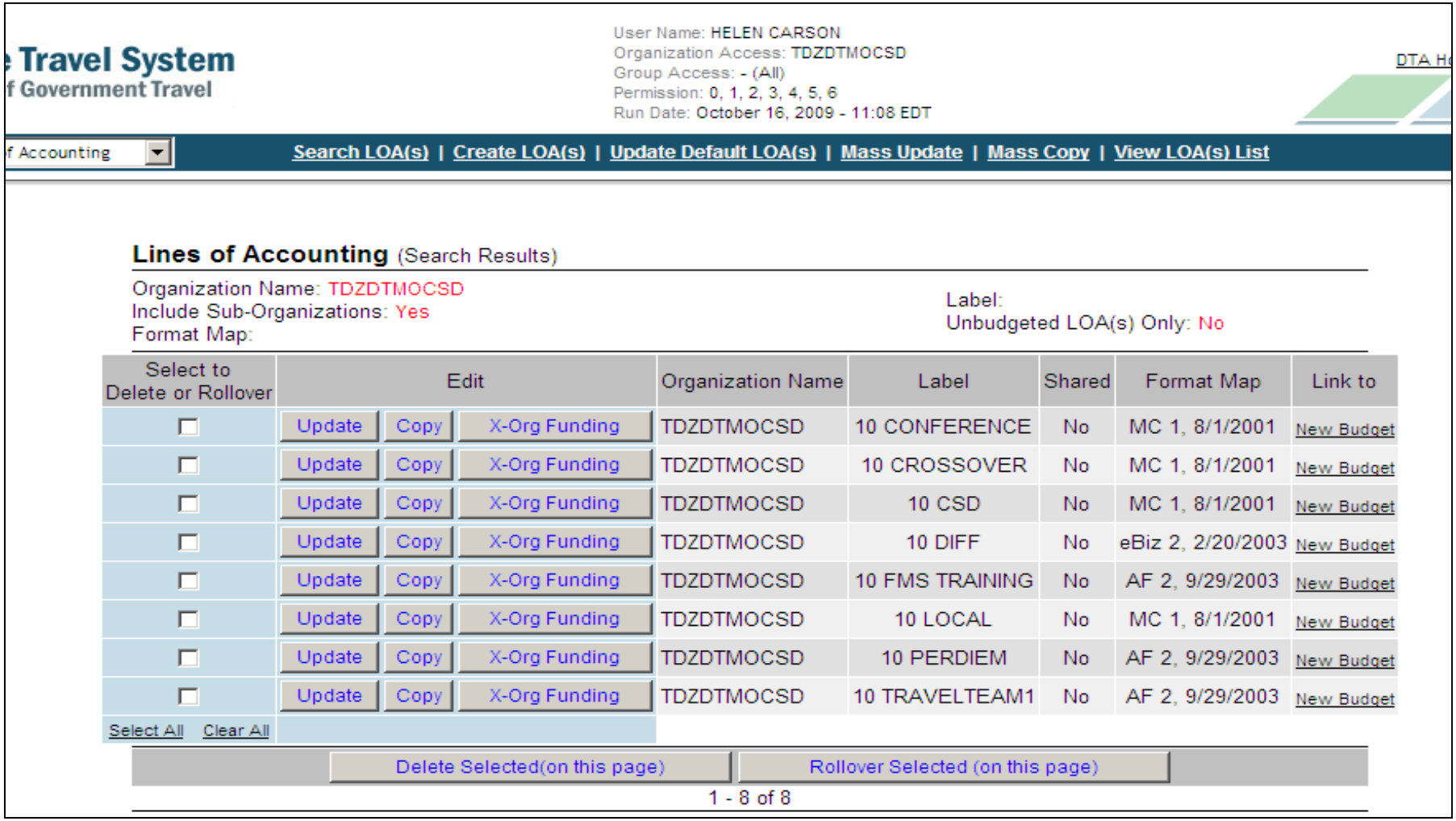
Account 1	AAA or DTST: *	067400	(6 or DTST)
	DTST Sub-field:		(14)
Account 2	DEPT:		(2)
	FY:	10	(2)
	PY:	10	(2)
	APPR:	1106	(4)
	SH:	27A0	(4)
Account 3	OC/SOC:	2100	(4)
	BCN:	67415	(5)
	SA:		(1)
Account 4	AAA:	067400	(6)
	TTC:	2D	(2)

SAVE UPDATED LOA

Account 4	AAA:	067343	(6)	
	TTC:	2D	(2)	
Account 5	CC:	45TDDS2XXXX	(12)	
	MAC:	M76484	(6)	
Account 6	FA:	45	(2)	
	WC:	TD	(2)	
	FC:	BF	(2)	
	CAC:	DS32	(4)	
	BRC:	PF	(2)	
Account 7	RON:	000000000000000	(15)	
	RBC:	0	(1)	
Account 8	JNLU:	0000	(4)	
	DSSN:	6201	(4)	
	ACRN:	AA	(2)	
Account 9	IBOP:	0000	(4)	
Account 10	TF:	00	(2)	
	LOC:	00	(2)	
	FCN:	000	(3)	
	FLN:	000	(3)	

Save Changes | Cancel

LOCATE LOA TO COPY



e Travel System
f Government Travel

User Name: HELEN CARSON
Organization Access: TDZDTMOCSD
Group Access: - (All)
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: October 16, 2009 - 11:08 EDT

DTA H

f Accounting

Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

Lines of Accounting (Search Results)

Organization Name: TDZDTMOCSD
Include Sub-Organizations: Yes
Format Map:

Label:
Unbudgeted LOA(s) Only: No

Select to Delete or Rollover	Edit			Organization Name	Label	Shared	Format Map	Link to
☐	Update	Copy	X-Org Funding	TDZDTMOCSD	10 CONFERENCE	No	MC 1, 8/1/2001	New Budget
☐	Update	Copy	X-Org Funding	TDZDTMOCSD	10 CROSSOVER	No	MC 1, 8/1/2001	New Budget
☐	Update	Copy	X-Org Funding	TDZDTMOCSD	10 CSD	No	MC 1, 8/1/2001	New Budget
☐	Update	Copy	X-Org Funding	TDZDTMOCSD	10 DIFF	No	eBiz 2, 2/20/2003	New Budget
☐	Update	Copy	X-Org Funding	TDZDTMOCSD	10 FMS TRAINING	No	AF 2, 9/29/2003	New Budget
☐	Update	Copy	X-Org Funding	TDZDTMOCSD	10 LOCAL	No	MC 1, 8/1/2001	New Budget
☐	Update	Copy	X-Org Funding	TDZDTMOCSD	10 PERDIEM	No	AF 2, 9/29/2003	New Budget
☐	Update	Copy	X-Org Funding	TDZDTMOCSD	10 TRAVELTEAM1	No	AF 2, 9/29/2003	New Budget

Select All Clear All

Delete Selected(on this page) Rollover Selected (on this page)

1 - 8 of 8

COPY LOA: CONFIRM DETAILS

Defense Travel System
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User Name: HELEN CARSON
Organization Access: TDZDTMOCSD
Group Access: - (All)
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: October 16, 2009 - 11:14 EDT

DTA H

Lines of Accounting | Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

Copy Line of Accounting (An empty budget shell will not be created if Create Budget is not checked.) * Data Required

Format Map: MC 1, 8/1/2001
Organization Name: * TDZDTMOCSD
Share LOA: ☐ Yes
Create Budget: ☑ Yes
Empty Budget Shell Fiscal Year: * (4 digit year)

Label

LOA Fiscal Year: * 10 (2 digit year)
LOA Name: * LOCAL

LOA Data Elements

Account 1	AAA or DTST: *	067400	(6 or DTST)
	DTST Sub-field:		(14)
Account 2	DEPT:		(2)
	FY:	10	(2)
	PY:	10	(2)
	APPR:	1106	(4)
	SH:	27A0	(4)
	OC/SOC:	2100	(4)

SAVE LOA COPY

Account 4	AAA:	057833	(6)
	TTC:	2D	(2)
Account 5	CC:	45TDDS32XXX	(12)
	MAC:	N64876	(6)
Account 6	FA:	45	(2)
	WC:	TD	(2)
	FC:	BF	(2)
	CAC:	DS13	(4)
	BRC:	PF	(2)
Account 7	RON:	000000000000000	(15)
	RBC:	0	(1)
Account 8	JNLU:	0000	(4)
	DSSN:	6201	(4)
	ACRN:	AA	(2)
Account 9	IBOP:	0000	(4)
Account 10	TF:	00	(2)
	LOC:	00	(2)
	FCN:	000	(3)
	FLN:	000	(3)

Save Copied Line of Accounting | Cancel

USING X-ORG FUNDING

X-Org Funding:
LOA shared with an outside Org or a specific traveler.

Funding Organization:

- May remove access at any time
- Retain control of the LOA label and budget
- Can run reports to determine use

When DTS X-Org feature is used, funder provides:

- LOA label
- Name/email address of funding Org FDTA
- Guidance on use of LOA

LOCATE ORG FOR FUNDING

Defense Travel System
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User Name: HELEN CARSON
Organization Access: TDZDTMOCSD
Group Access: - (All)
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: October 16, 2009 - 12:57 EDT

DTA Ho

Lines of Accounting | Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

Lines of Accounting (Search Results)

Organization Name: TDZDTMOCSD
Include Sub-Organizations: No
Format Map:

Label:
Unbudgeted LOA(s) Only: No

Select to Delete or Rollover	Edit	Organization Name	Label	Shared	Format Map	Link to
☐	Update Copy X-Org Funding	TDZDTMOCSD	10 CONFERENCE	No	MC 1, 8/1/2001	New Budget
☐	Update Copy X-Org Funding	TDZDTMOCSD	10 CROSSOVER	No	MC 1, 8/1/2001	New Budget
☐	Update Copy X-Org Funding	TDZDTMOCSD	10 CSD	No	MC 1, 8/1/2001	New Budget
☐	Update Copy X-Org Funding	TDZDTMOCSD	10 DIFF	No	eBiz 2, 2/20/2003	New Budget
☐	Update Copy X-Org Funding	TDZDTMOCSD	10 FMS TRAINING	No	AF 2, 9/29/2003	New Budget
☐	Update Copy X-Org Funding	TDZDTMOCSD	10 LOCAL	No	MC 1, 8/1/2001	New Budget
☐	Update Copy X-Org Funding	TDZDTMOCSD	10 PERDIEM	No	AF 2, 9/29/2003	New Budget
☐	Update Copy X-Org Funding	TDZDTMOCSD	10 TRAVELTEAM1	No	AF 2, 9/29/2003	New Budget

Select All Clear All

Delete Selected(on this page) Rollover Selected (on this page)

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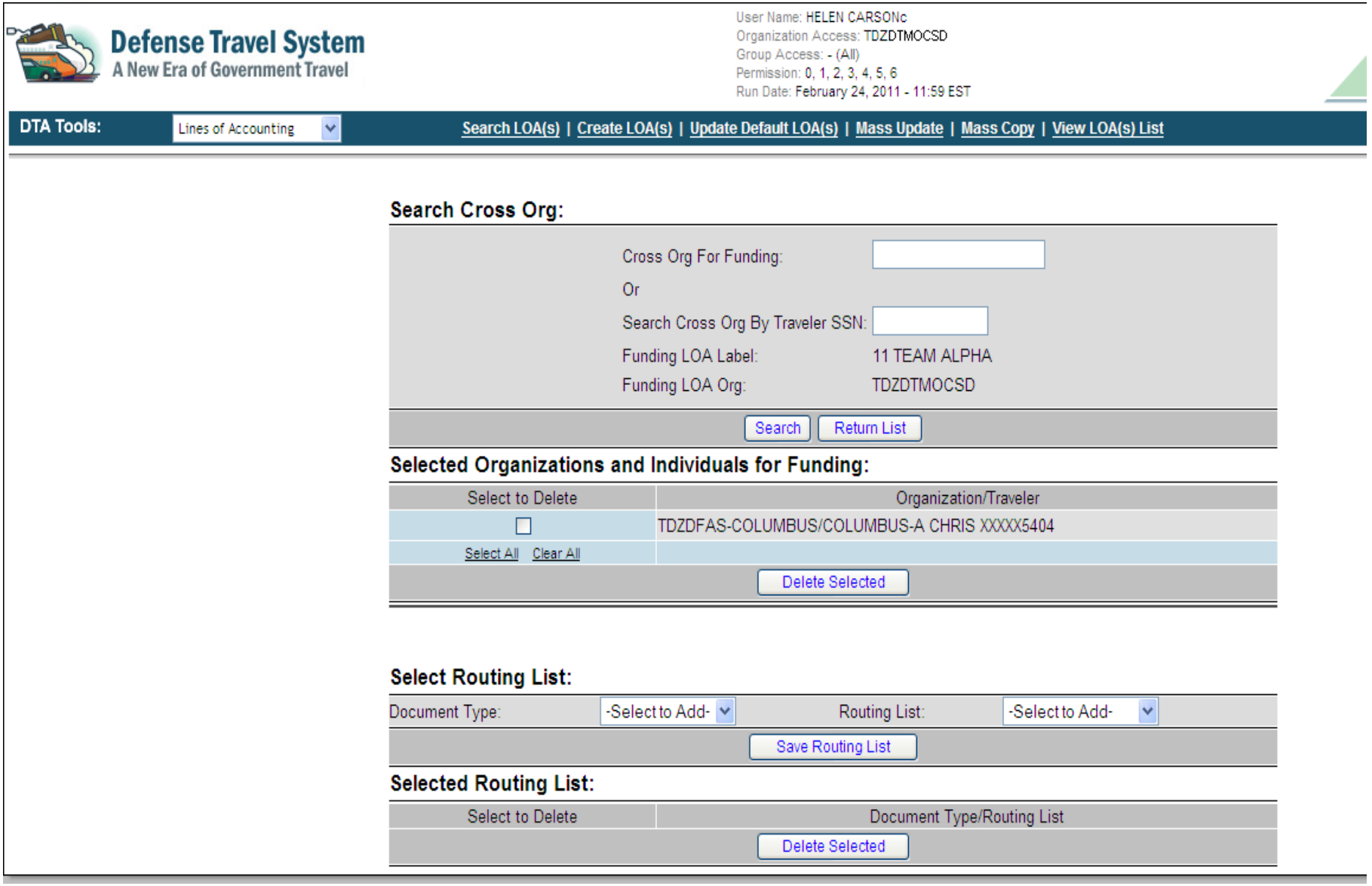
SEARCH CROSS ORG



LOCATE: DELETE & ROLLOVER

efense Travel System
New Era of Government Travel

User Name: HELEN CARSON
Organization Access: TDZDTMOCSD
Group Access: - (All)
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: October 16, 2009 - 13:45 EDT

DTA Home | H

Lines of Accounting | Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

Lines of Accounting (Search Results)

Organization Name: TDZDTMOCSD
Include Sub-Organizations: No
Format Map:

Label:
Unbudgeted LOA(s) Only: No

Select to Delete or Rollover	Edit			Organization Name	Label	Shared	Format Map	Link to
☐	Update	Copy	X-Org Funding	TDZDTMOCSD	10 CONFERENCE	No	MC 1, 8/1/2001	New Budget
☐	Update	Copy	X-Org Funding	TDZDTMOCSD	10 CROSSOVER	No	MC 1, 8/1/2001	New Budget
☐	Update	Copy	X-Org Funding	TDZDTMOCSD	10 CSD	No	MC 1, 8/1/2001	New Budget
☐	Update	Copy	X-Org Funding	TDZDTMOCSD	10 DIFF	No	eBiz 2, 2/20/2003	New Budget
☐	Update	Copy	X-Org Funding	TDZDTMOCSD	10 FMS TRAINING	No	AF 2, 9/29/2003	New Budget
☐	Update	Copy	X-Org Funding	TDZDTMOCSD	10 LOCAL	No	MC 1, 8/1/2001	New Budget
☐	Update	Copy	X-Org Funding	TDZDTMOCSD	10 PERDIEM	No	AF 2, 9/29/2003	New Budget
☐	Update	Copy	X-Org Funding	TDZDTMOCSD	10 TRAVELTEAM1	No	AF 2, 9/29/2003	New Budget

Select All Clear All

Delete Selected(on this page) Rollover Selected (on this page)

1 - 8 of 8

IDENTIFY LOA(s) TO ROLLOVER

Defense Travel System
A New Era of Government Travel

User Name: HELEN CARSON
Organization Access: TDZDTMOCSD
Group Access: - (All)
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: October 16, 2009 - 13:45 EDT

DTA Home | Help

DTA

Lines of Accounting | Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

Lines of Accounting (Search Results)

Organization Name: TDZDTMOCSD
Include Sub-Organizations: No
Format Map:

Label:
Unbudgeted LOA(s) Only: No

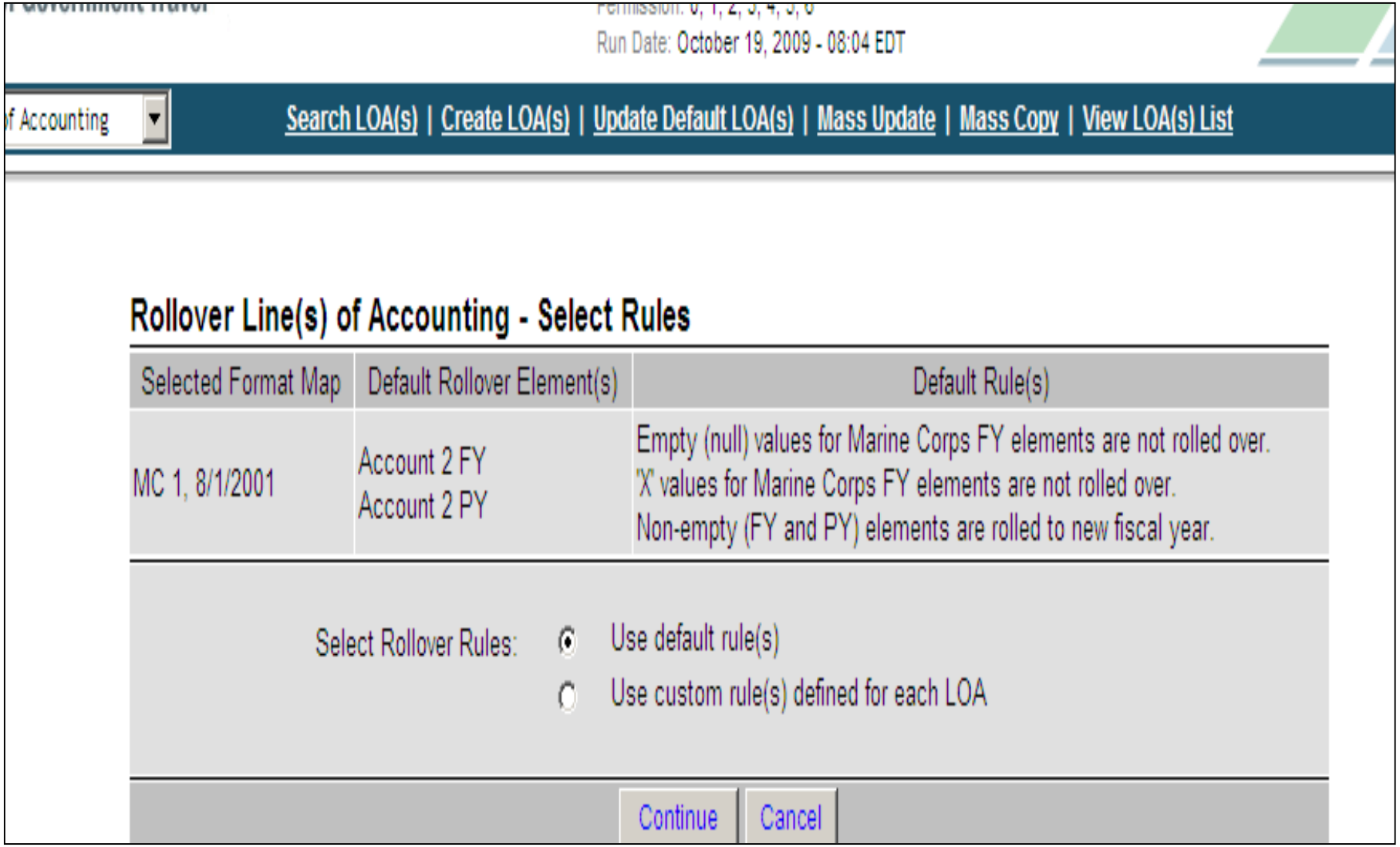
Select to Delete or Rollover	Edit			Organization Name	Label	Shared	Format Map	Link to
☑	Update	Copy	X-Org Funding	TDZDTMOCSD	10 CONFERENCE	No	MC 1, 8/1/2001	New Budget
☑	Update	Copy	X-Org Funding	TDZDTMOCSD	10 CROSSOVER	No	MC 1, 8/1/2001	New Budget
☑	Update	Copy	X-Org Funding	TDZDTMOCSD	10 CSD	No	MC 1, 8/1/2001	New Budget
☑	Update	Copy	X-Org Funding	TDZDTMOCSD	10 DIFF	No	eBiz 2, 2/20/2003	New Budget
☑	Update	Copy	X-Org Funding	TDZDTMOCSD	10 FMS TRAINING	No	AF 2, 9/29/2003	New Budget
☑	Update	Copy	X-Org Funding	TDZDTMOCSD	10 LOCAL	No	MC 1, 8/1/2001	New Budget
☑	Update	Copy	X-Org Funding	TDZDTMOCSD	10 PERDIEM	No	AF 2, 9/29/2003	New Budget
☑	Update	Copy	X-Org Funding	TDZDTMOCSD	10 TRAVELTEAM1	No	AF 2, 9/29/2003	New Budget

Select All Clear All

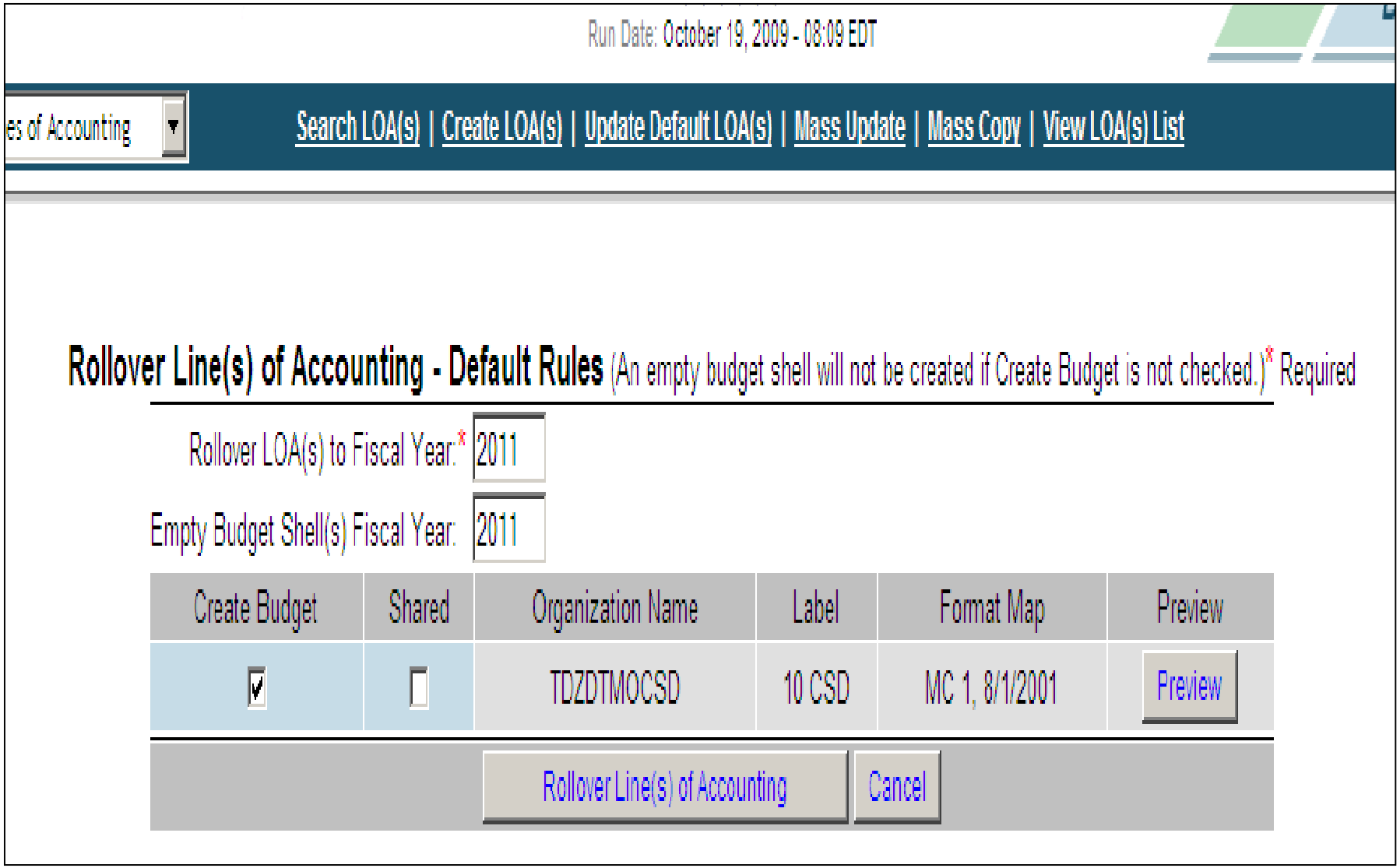
Delete Selected(on this page) Rollover Selected (on this page)

1 - 8 of 8

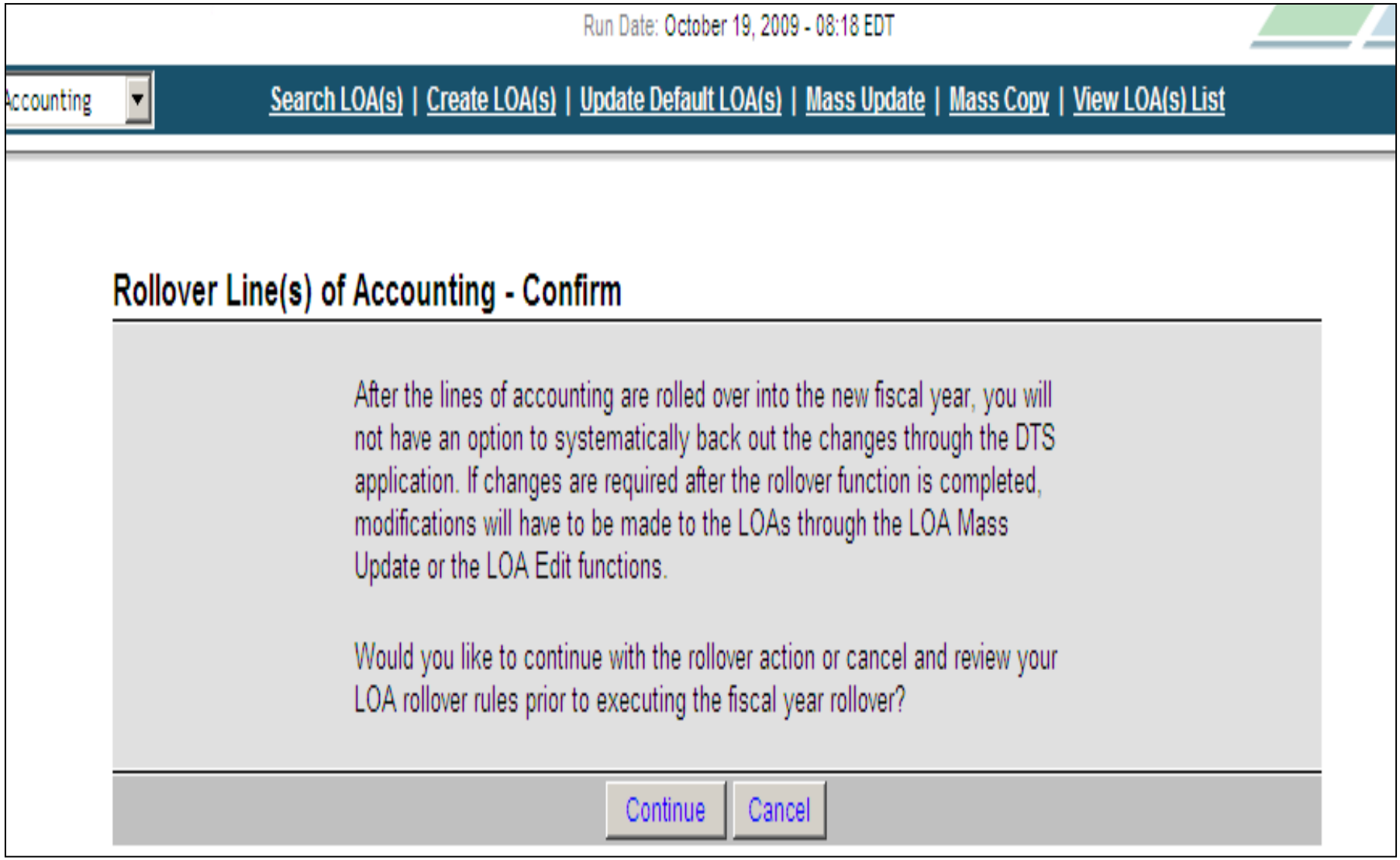
ROLLOVER: SELECT RULES



ROLLOVER: DEFAULT RULES



CONFIRM ROLLOVER LOA(s)



REVIEW LINES OF ACCOUNTING

Defense Travel System
A New Era of Government Travel

User Name: HELEN CARSON
Organization Access: TDZDTMOCSD
Group Access: - (All)
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: October 19, 2009 - 08:30 EDT

Lines of Accounting | Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

Lines of Accounting (Search Results)

Organization Name: TDZDTMOCSD
Include Sub-Organizations: Yes
Format Map:

Label:
Unbudgeted LOA(s) Only: No

Select to Delete or Rollover	Edit	Organization Name	Label	Shared	Format Map	Link to
☐	Update Copy X-Org Funding	TDZDTMOCSD	10 CONFERENCE	No	MC 1, 8/1/2001	New Budget
☐	Update Copy X-Org Funding	TDZDTMOCSD	10 CROSSOVER	No	MC 1, 8/1/2001	New Budget
☐	Update Copy X-Org Funding	TDZDTMOCSD	10 CSD	No	MC 1, 8/1/2001	New Budget
☐	Update Copy X-Org Funding	TDZDTMOCSD	10 DIFF	No	eBiz 2, 2/20/2003	New Budget
☐	Update Copy X-Org Funding	TDZDTMOCSD	10 FMS TRAINING	No	AF 2, 9/29/2003	New Budget
☐	Update Copy X-Org Funding	TDZDTMOCSD	10 LOCAL	No	MC 1, 8/1/2001	New Budget
☐	Update Copy X-Org Funding	TDZDTMOCSD	10 PERDIEM	No	AF 2, 9/29/2003	New Budget
☐	Update Copy X-Org Funding	TDZDTMOCSD	10 TRAVELTEAM1	No	AF 2, 9/29/2003	New Budget
☐	Update Copy X-Org Funding	TDZDTMOCSD	11 CSD	No	MC 1, 8/1/2001	New Budget

Select All Clear All

Delete Selected(on this page) Rollover Selected (on this page)

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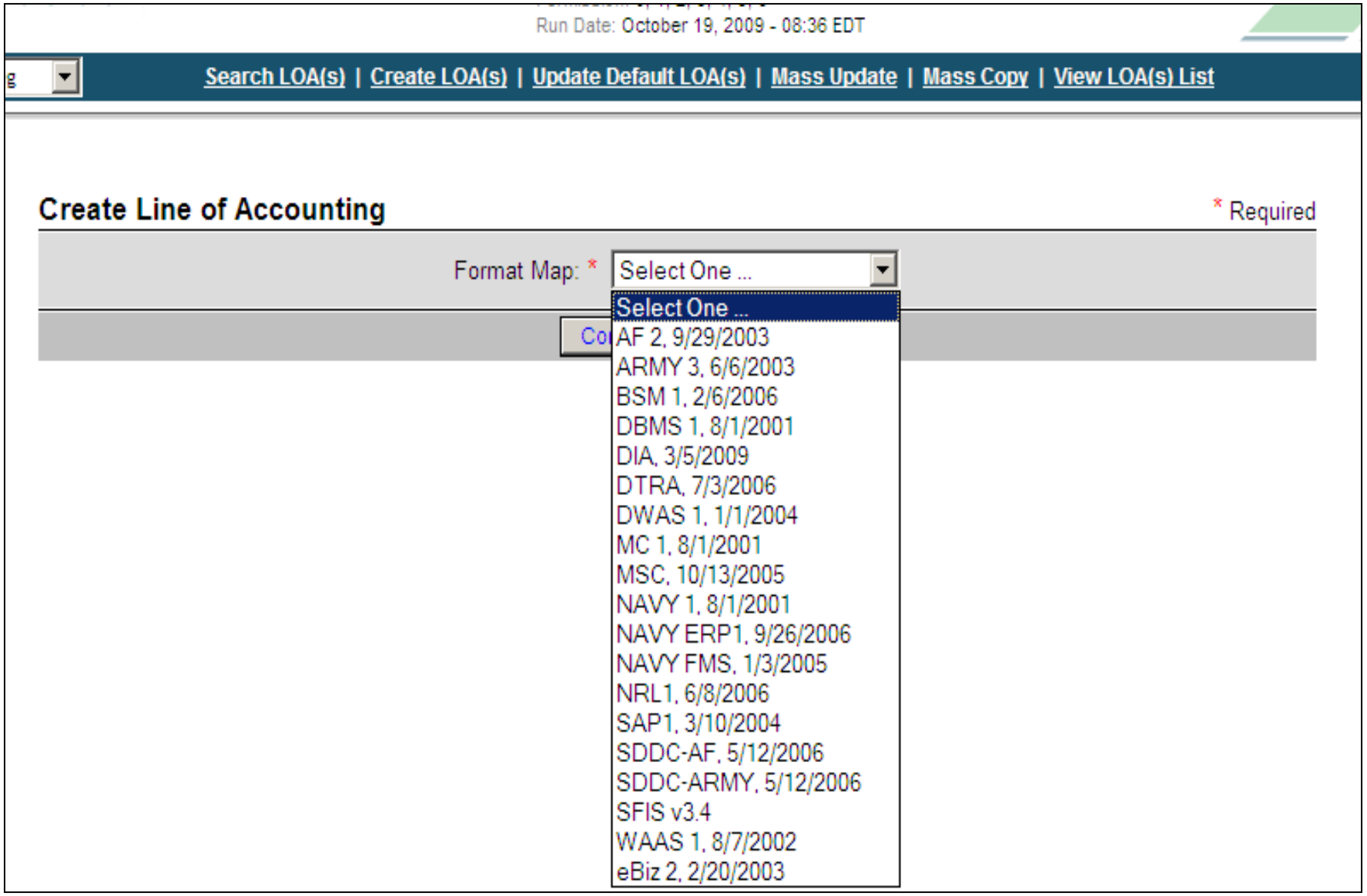
QUESTIONS?

CREATE LINE OF ACCOUNTING



IDENTIFY LOA FISCAL YEAR

Defense Travel System
A New Era of Government Travel

User Name: HELEN CARSON
Organization Access: TDZDTMOCSD
Group Access: - (All)
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: October 19, 2009 - 08:47 EDT

Screen ID: 7704
DTA Home | Help for this Screen | Logo
DTA Maintenance

DTA Tools: Lines of Accounting
Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

Create Line of Accounting (An empty budget shell will not be created if Create Budget is not checked.) * Required

Format Map: AF 2, 9/29/2003
Organization Name: * Select One ...
Share LOA: ☐ Yes
Create Budget: ☑ Yes
Empty Budget Shell Fiscal Year: (4 digit year)

Label

LOA Fiscal Year: * (2 digit year)
LOA Name: *

LOA Data Elements

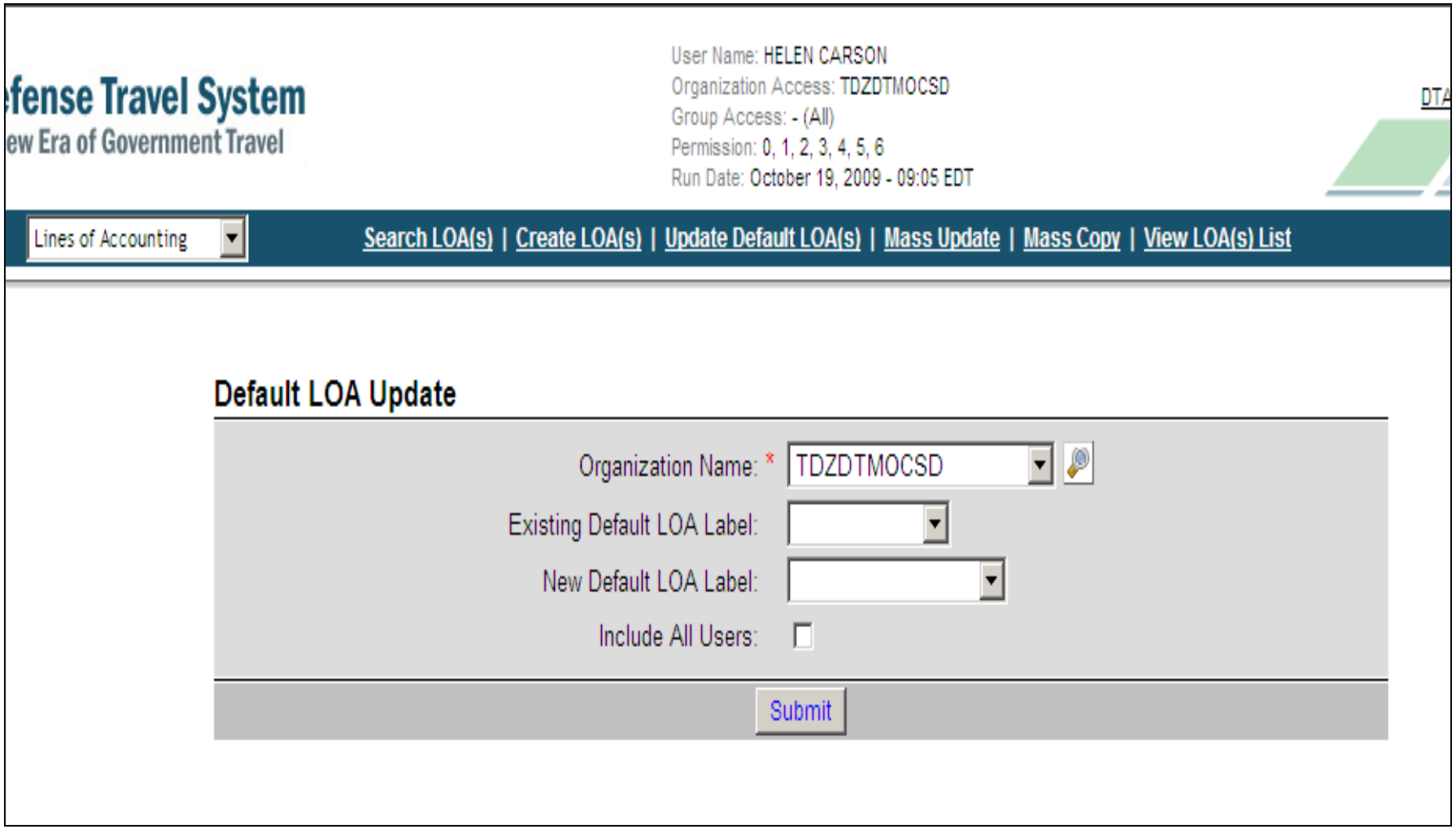
Account 1	ADSN or DTST: *	(6 or DTST)
	DTST Sub-field:	(14)
Account 2	DEPT:	(2)
	TA:	(2)
	FY:	(1)
	APPR:	(4)
	SL:	(4)
Account 3	FC:	(2)
	PY:	(1)
Account 4	OAC:	(2)
	OBAN:	(2)
	RC/CC:	(6)
	BA:	(2)

REVIEW LOA ELEMENTS

Account 4	AAA:	816876	(6)
	TTC:	3C	(2)
Account 5	CC:	45TDDS25XXX	(12)
	MAC:	M16717	(6)
Account 6	FA:	64	(2)
	WC:	TD	(2)
	FC:	BF	(2)
	CAC:	DS54	(4)
	BRC:	PF	(2)
Account 7	RON:		(15)
	RBC:		(1)
Account 8	JNLU:		(4)
	DSSN:	6715	(4)
	ACRN:	AA	(2)
Account 9	IBOP:		(4)
Account 10	TF:		(2)
	LOC:		(2)
	FCN:		(3)
	FLN:		(3)

Save Line of Accounting | Cancel

DEFAULT LOA UPDATE



DEFAULT LOA UPDATE PERSON

fense Travel System
w Era of Government Travel

Organization Access: TDZDTMOCSD
Group Access: - (All)
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: October 19, 2009 - 09:46 EDT

DTA

Lines of Accounting | Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

Default LOA Update Person (Search Results)

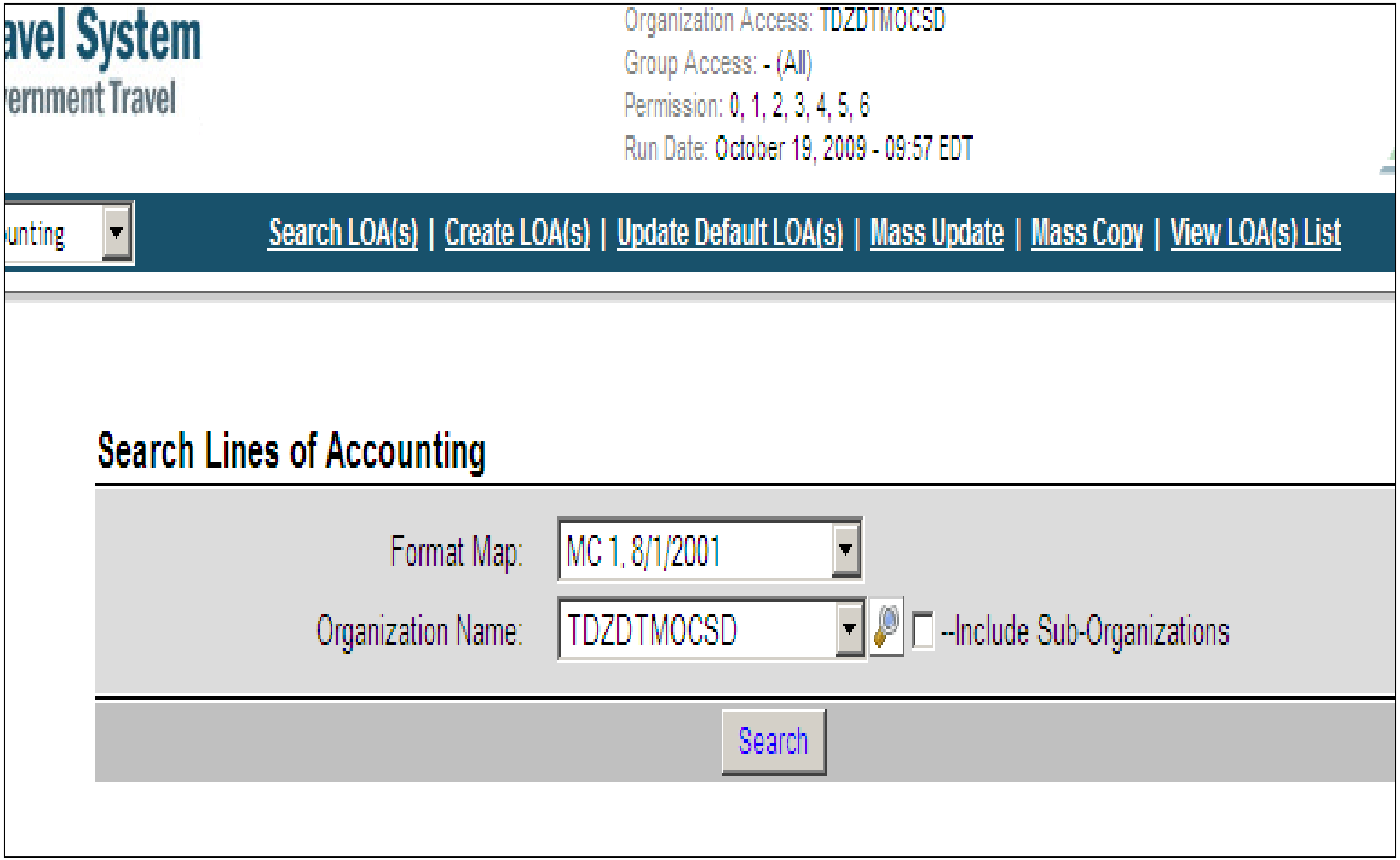
Select to Include in Update	Organization Name	Name	SSN	Existing Default LOA Label	New Default LOA Label
☑	TDZDTMOCSD	Carson, Kim T	XXXXX2370		
☑	TDZDTMOCSD	CARSON, CHRIS A	XXXXX2346		
☑	TDZDTMOCSD	Carson, Eric T	XXXXX2371		
☑	TDZDTMOCSD	CARSON, ERIC T	XXXXX2363	09 CSD	
☑	TDZDTMOCSD	CARSON, EMILY A	XXXXX2355	09 CSD	
☑	TDZDTMOCSD	Zurcher, Eric T	XXXXX7030	09 CSD	
☑	TDZDTMOCSD	Zurcher, Chris A	XXXXX7029	09 DEFAULT	

Select All Clear All

Submit Cancel

1 - 7 of 7

MASS UPDATE: FORMAT MAP



SELECT LOA(s): MASS UPDATE

ravel System
overnment Travel

Organization Access: TDZDTMOCSD
Group Access: - (All)
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: October 19, 2009 - 10:22 EDT

ccounting | Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

Lines of Accounting (Search Results)-Mass Update

Organization Name: TDZDTMOCSD
Include Sub-Organizations: Yes
Format Map: MC 1, 8/1/2001

Select to Update	Organization Name	Label
☐	TDZDTMOCSD	10 CONFERENCE
☑	TDZDTMOCSD	10 CROSSOVER
☐	TDZDTMOCSD	10 CSD
☑	TDZDTMOCSD	10 LOCAL
☐	TDZDTMOCSD	11 CSD
Select All Clear All		

Update Select LOA(s)

1 - 5 of 5

UPDATE VALUES

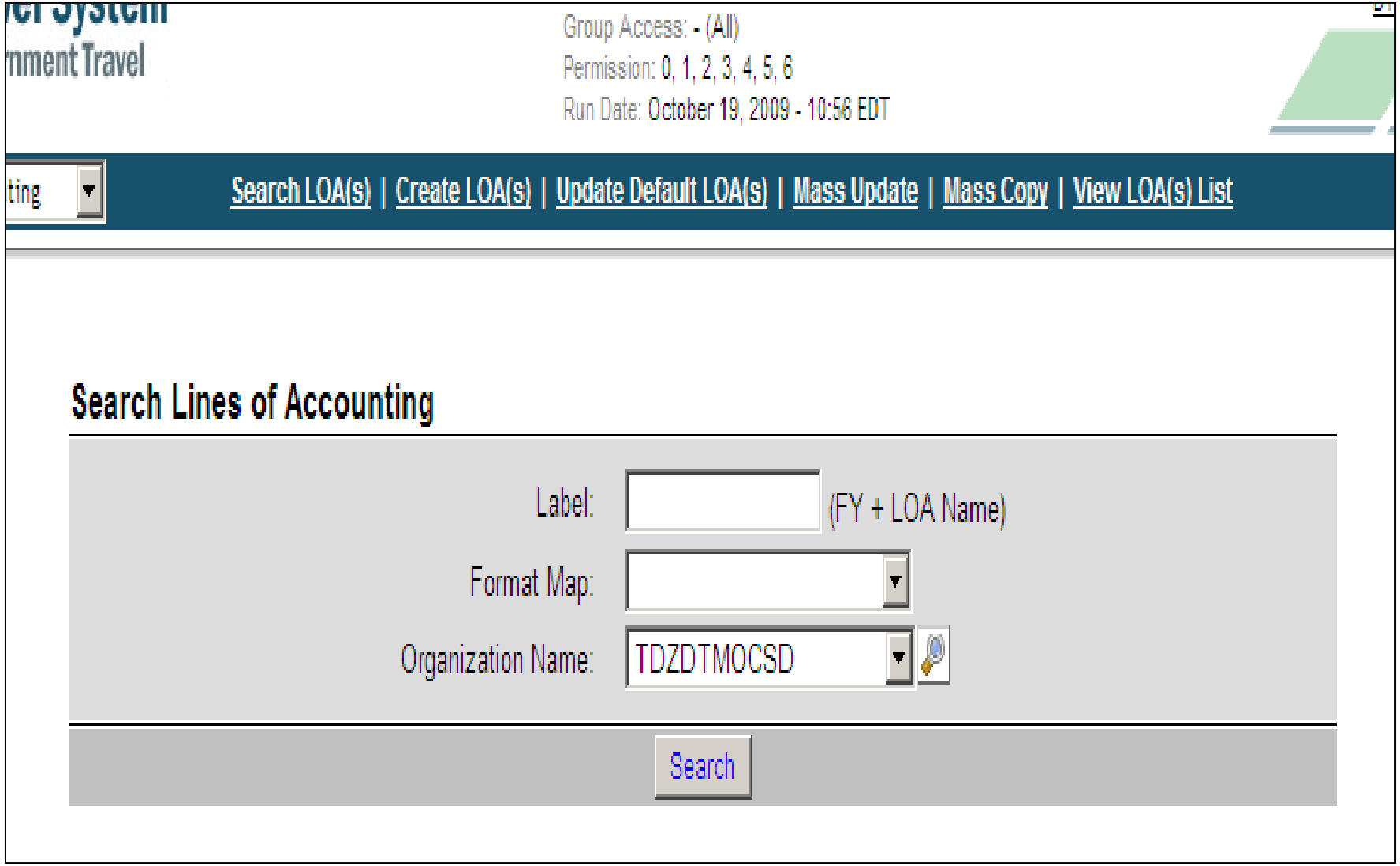
Lines of Accounting | Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

Mass Update Lines of Accounting – Update Values

Format Map: MC 1, 8/1/2001

	Select the fields to update	Old Value	New Value
Account 1	☐ AAA or DTST:	(All Values)	
	☐ DTST Sub-field:	(All Values)	
Account 2	☐ DEPT:	(All Values)	
	☐ FY:	(All Values)	
	☐ PY:	(All Values)	
	☐ APPR:	(All Values)	
	☐ SH:	(All Values)	
Account 3	☐ OC/SOC:	(All Values)	
	☐ BCN:	(All Values)	
	☐ SA:	(All Values)	
Account 4	☐ AAA:	(All Values)	
	☐ TTC:	(All Values)	

MASS COPY: FORMAT MAP



SELECT LOAs FOR MASS COPY

vernment Travel

Group Access: - (All)
Permission: 0, 1, 2, 3, 4, 5, 6
Run Date: October 19, 2009 - 11:03 EDT

unting | Search LOA(s) | Create LOA(s) | Update Default LOA(s) | Mass Update | Mass Copy | View LOA(s) List

Lines of Accounting (Search Results) -Mass Copy

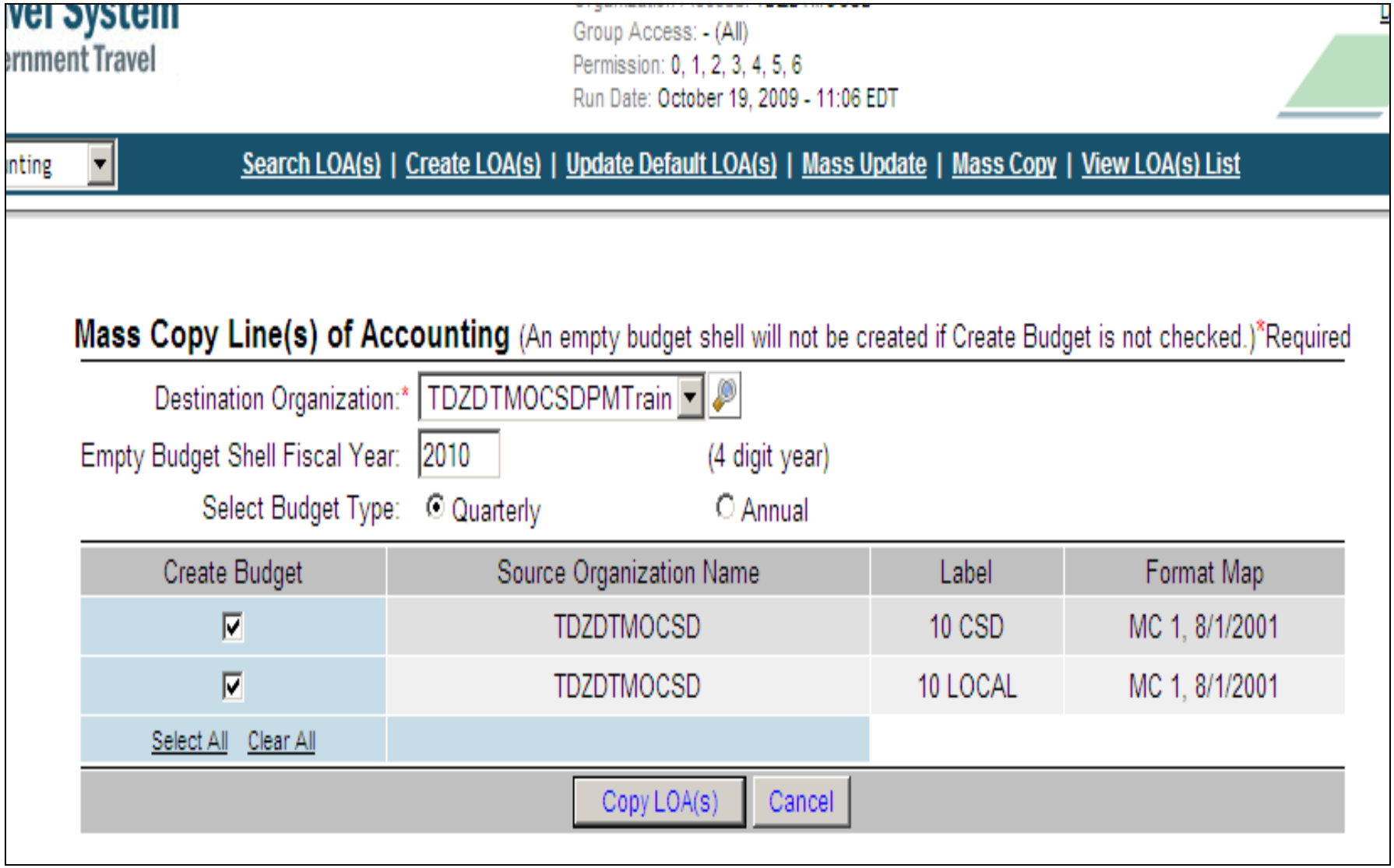
Organization Name: TDZDTMOCSD
Format Map:
Label:

Select to Copy	Label	Format Map
☐	10 CONFERENCE	MC 1, 8/1/2001
☐	10 CROSSOVER	MC 1, 8/1/2001
☑	10 CSD	MC 1, 8/1/2001
☐	10 DIFF	eBiz 2, 2/20/2003
☐	10 FMS TRAINING	AF 2, 9/29/2003
☑	10 LOCAL	MC 1, 8/1/2001
☐	10 MEDICAL	AF 2, 9/29/2003
☐	10 PERDIEM	AF 2, 9/29/2003
☐	10 TRAVELTEAM1	AF 2, 9/29/2003
☐	11 CSD	MC 1, 8/1/2001
Select All Clear All		

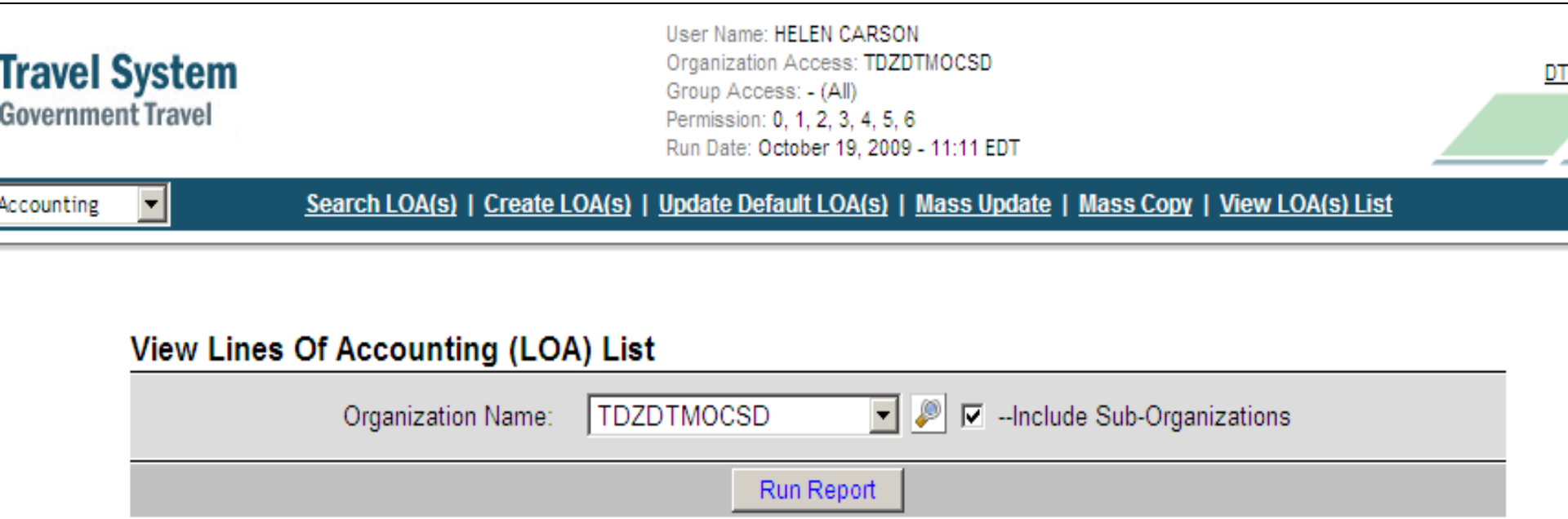
Copy Select LOA(s)

1 - 10 of 10

MASS COPY: DESTINATION ORG



VIEW LOA(s) LIST



SAMPLE LIST OF LOAS

Title: Lines Of Accounting (LOA) Report Run Date: Mon Oct 19 11:31:57 EDT 2009 Search Criteria: Organization: TDZDTMOCSD Sub-Orgs: Yes							
Organization	LOA Label	LOA Format Map	Acc1	Acc2	Acc3	Acc4	Acc5
TDZDTMOCSD	10 CONFERENCE	MC 1 8/1/2001	067400^	^10^10^1106^27A0^	2100^67415^^	067500^2E^	16AB17088000^M20175^
TDZDTMOCSD	10 CROSSOVER	MC 1 8/1/2001	067400^	^10^10^1106^27A0^	2100^67415^^	067400^2D^	16AA17088000^M20175^
TDZDTMOCSD	10 CSD	MC 1 8/1/2001	067400^	^10^10^1106^27A0^	2100^67415^^	067400^2D^	16AA17088000^M20175^
TDZDTMOCSD	10 DIFF	eBiz 2 2/20/2003	033186^	97^XXXX^4930^5L2P^	ABX^CLCL^210TP00^	0000^DFAS^	0L^2P^033186^
TDZDTMOCSD	10 FMS TRAINING	AF 2 9/29/2003	380100^	97^11^X^8242^AL62^	4A^0^	AD^EG^FY3473^^	_MEG00^MEG^OO^^
TDZDTMOCSD	10 LOCAL	MC 1 8/1/2001	067400^	^10^10^1106^27A0^	2100^67415^^	067400^2D^	16AA17088000^M20175^
TDZDTMOCSD	10 MEDICAL	AF 2 9/29/2003	667100^	57^^0^^3600^	29^^	78^88^6DLCA0^^	^^^^
TDZDTMOCSD	10 PERDIEM	AF 2 9/29/2003	667100^	57^^0^3400^^	30^^	80^32^255555^01^	__913^^^^
TDZDTMOCSD	10 TRAVELTEAM1	AF 2 9/29/2003	667100^	57^^0^3400^^	30^^	80^32^255555^01^	__913^^^^
TDZDTMOCSD	11 CSD	MC 1 8/1/2001	067400^	^11^11^1106^27A0^	2100^67415^^	067400^2D^	16AA17088000^M20175^

KEY POINTS ABOUT LOAs

- Can be copied, rolled over, updated and shared
- LOA sharing is an internal process
- LOAs shared to sub-orgs, cannot be un-shared
- If LOA is shared, budget is also shared
- Must be applied to a doc before approval

KEY POINTS ABOUT LOAs cont.

- Built with data elements with a 10x20 format map
- Appendix R; DTA Manual; format map resource
- LOAs only link to budgets with the same elements
- LOA X-Org sharing is for external orgs or travelers

CLASS CLOSING LOBBY

Lobby set-up:

- Instructor audio turned off
- Questions answered for 15 minutes
- Lobby stays open 60 minutes

Please help us evaluate:

- Complete evaluation
- Provide feedback

Use the lobby resources:

- Download class slides
- Use links to DTMO website &

THANK YOU FOR ATTENDING

DISTANCE LEARNING

For a three month schedule of
DTMO distance learning classes
Go to the
DTMO Website > Training Resources Center